

**MINUTES – PROGRAM DEVELOPMENT COMMITTEE
EAST HADDAM LIBRARY SYSTEM
RATHBUN LIBRARY
MARCH 14, 2014 9:00-10:20 AM**

Trustees present: Shea Jezek; Dawn Barlow; Christine Antaya
Staff present: Nancy Price
Guest: Barbara Austen, CT. Historical Society

The purpose of this meeting was to meet with a consultant from the CT. Historical Society to discuss methods which we should use to preserve the materials which are part of the Historical Collection at the Rathbun.

Barbara Austen examined many of the materials which are part of the collection and made recommendations for the trustees and staff to follow to successfully protect the collection. She suggested best practices for storing our materials; supplies which will help us preserve what we have; and the need to keep lists of our collection in another location.

Notes by Christine Antaya, Secretary